

# Demographic Report

**April** 2003

w S( cc qı	is report changes with each release because of refinements in data collection and analysis as all as responses to new issues raised by the users. This data is extracted from the MnSCU UPPS System, which is maintained by the campuses. We caution users not to make inparisons to data contained in previous editions of the report. We also invite users to submit estions and ideas for our consideration to: Karen Cejka, HRIS Director, MnSCU Office of the ancellor, 500 World Trade Center, 30 East Seventh Street, St. Paul, MN 55101.
	ancendi, 500 World Trade Center, 50 East Sevendi Street, 5t. 1 aui, 1411 (55101).

Bargaining Units and Employee Groups April 2003

### Section I: Employee Bargaining Units and Employee Groups

The State executive branch, and therefore MnSCU, is covered by the provisions of Minn. Stat. ch. 179A, the Minnesota Public Employment Labor Relations Act (PELRA). This statute defines sixteen (16) bargaining units for executive branch employees. Each of these units is represented by a union certified as the exclusive representative for that unit. MnSCU has employees in twelve (12) of those bargaining units. These include:

Represented by the American Federation of State, County, and Municipal Employees (AFSCME)

- 202 Craft, Maintenance, and Labor unit
- 203 Service unit
- 204 Health Care Non-professional unit
- 206 Clerical and Office unit
- 207 Technical Unit

Represented by the Minnesota Nurses Association (MNA)

205 Health Care Professional unit

Represented by the Inter Faculty Organization (IFO)

209 State University Instructional unit

Represented by the Minnesota State College Faculty (MSCF)

210 State College Instructional unit

Represented by the Minnesota State University Association of Administrative & Service Faculty (MSUAASF)

211 State University Administrative unit

Represented by the Minnesota Government Engineering Council (MGEC)

212 Government Engineers unit

Represented by the Minnesota Association of Professional Employees (MAPE)

214 General Professional unit

Represented by the Middle Management Association (MMA)

216 Supervisory Employees unit

There are also certain groups of employees excluded from bargaining unit coverage under Minn. Stat. ch. 179A. They are managerial employees, confidential employees, those who do not work enough hours (less than 14 hours per week or less than 67 days per calendar year) to be included in their normal bargaining unit, pharmacists and dentists. These include:

- 213 Health Treatment Professionals
- 217 Commissioner's Plan
- 218 Insufficient Work Time Employees (Non-unit employees)
- 220 Managerial Plan/MnSCU Administrators Plan

### Grand Total of MnSCU Bargaining Unit Employees and Employee Groups

For any employer, the number of employees actively working varies from week to week and month to month. This is particularly true for employers with "seasonal" work cycles, such as institutions of higher education. An effort has been made to collect the data for these annual demographic reports at the same time each year in order to reduce the effect of these "seasonal" changes in levels of employment.

As of March 3, 2003, the total number of MnSCU bargaining unit employees, by type of institution, is shown below:

Employee Bargaining	Community	Consolidated	Technical	State	Office of the	Grand
Unit	Colleges	Colleges	Colleges	Universities	Chancellor	Totals
Totals:	2,294	5,304	2,798	5,856	323	16,575

### Section 2: Classified Employees

Most classified positions have their terms and conditions of employment established in the collective bargaining agreement between their exclusive representative and the State of Minnesota. The Department of Employee Relations (DOER) negotiates a master agreement with each representative; consultative assistance is provided by MnSCU. Each contract contains a MnSCU supplemental agreement, which covers issues unique to the MnSCU campuses and is negotiated under the leadership of MnSCU with consultative assistance from DOER.

Most vacant positions are filled from lists of candidates determined eligible by DOER and are typically comprised of applicants from the local region. It is the exception to find applicants from other states. However, while the hiring pool is typically from the local region, salary ranges are set based on salaries negotiated by DOER and compare favorably with wage rates for the Twin Cities metropolitan area. Our salaries in the Greater Minnesota area are very competitive.

### Bargaining Units Represented by AFSCME

Positions covered by the AFSCME collective bargaining agreement include: general maintenance workers, groundskeepers, food service workers, campus security officers, clerical workers, plumbers, carpenters, and licensed practical nurses.

The number of employees in each unit, by type of institution, is shown below:

Employee		ommun College	-		nsolida College		_	Technic College		State	Univers	sities	_	ffice of hancel		Gra	and Tot	als
Bargaining Unit	FT Unl	Other Appts	Total	FT Unl	Other Appts	Total	FT Unl	Other Appts	Total	FT Unl	Other Appts	Total	FT Unl	Other Appts	Total	FT Unl	Other Appts	Total
AFSCME																		
202	20	0	20	50	3	53	33	3	36	147	1	148	0	0	0	250	7	257
203	85	11	96	176	59	235	83	52	135	325	21	346	0	0	0	669	143	812
204	0	0	0	0	2	2	2	0	2	1	7	8	0	0	0	3	9	12
206	150	98	248	346	177	523	278	75	353	653	148	801	28	0	28	1,455	498	1,953
207	32	61	93	76	134	210	47	86	133	122	24	146	14	0	14	291	305	596
Total	287	170	457	648	375	1,023	443	216	659	1,248	201	1,449	42	0	42	2,668	962	3,630

### Bargaining Unit Represented by MNA

MNA represents positions that are typically assigned to classifications in the Registered Nurse series.

The number of employees, by type of institution, is shown below:

Employee Bargaining		ommur College	•		nsolida College			Technic College		State	Unive	rsities		ffice of hance		Gr	and To	otals
Unit	FT Unl	Other Appts	Total	FT Unl	Other Appts	Total	FT Unl	Other Appts	Total	FT Unl	Other Appts	Total	FT Unl	Other Appts	Total	FT Unl	Other Appts	
Classified MNA 205	0	2	2	0	3	3	0	1	1	3	11	14	0	0	0	3	17	20

### Bargaining Units Represented by MGEC

MGEC represents professional engineers and engineering specialists.

The number of employees, by type of institution, is shown below:

Employee Bargaining		ommui College	•		nsolida College			Technic College		State	e Unive	rsities	_	ffice of Chance		Gı	and To	tals
Unit	FT Unl	Other Appts		FT Unl	Other Appts	Total	FT Unl	Other Appts		FT Unl	Other Appts	Total	FT Unl	Other Appts		FT Unl	Other Appts	Total
Classified MGEC																		
212	0	0	0	0	0	0	0	0	0	5	0	5	0	0	0	5	0	

### Bargaining Units Represented by MAPE

MAPE represents general professional positions such as computer-related professionals and accounting professionals.

The number of employees, by type of institution, is shown below:

Employee Bargaining		ommur College	•		nsolida College			Technic College		State	Unive	rsities	_	fice of hancel		Gr	and To	tals
Unit	FT Unl	Other Appts		FT Unl	Other Appts	Total	FT Unl	Other Appts	Total	FT Unl	Other Appts		FT Unl	Other Appts		FT Unl	Other Appts	Total
Classified MAPE																		
214	72	8	80	119	21	140	103	13	116	214	45	259	121	14	135	629	101	730

### Bargaining Units Represented by MMA

MMA represents supervisory positions such as accounting supervisors, computer-related supervisors, building maintenance supervisors, and clerical supervisors.

The number of employees, by type of institution, is shown below:

Employee Bargaining		ommur College	,		nsolida College		_	Technic College		State	Unive	rsities	_	ffice of hance		Gr	and To	tals
Unit	FT Unl	Other Appts		FT Unl	Other Appts	Total	FT Unl	Other Appts	Total	FT Unl	Other Appts	Total	FT Unl	Other Appts		FT Unl	Other Appts	Total
Classified MMA																		
216	34	2	36	53	4	57	35	4	39	103	1	104	13	1	14	238	12	250

### Employees Covered by the Commissioner's and Managerial Plan

There are some classified confidential employees in Unit 217 who are governed by the Commissioner's Plan defined in Minn. Stat. ch. 43A promulgated by DOER. In Unit 213, there are classified pharmacists and dentists who are covered by the Medical Addendum to the Commissioner's Plan. In Unit 220, there are some classified managerial employees covered by the managerial plan defined by Minn. Stat. ch. 43A promulgated by DOER.

Employee Bargaining		ommui College	-		nsolida College			Technic College		State	Unive	rsities	_	ffice of hancel		Gr	rand To	tals
Unit	FT Unl	Other Appts	Total	FT Unl	Other Appts	Total	FT Unl	Other Appts		FT Unl	Other Appts	Total	FT Unl	Other Appts	Total	FT Unl	Other Appts	Total
Classified Comm. Plan																		
217 Health Trmt Prof		2	25	40	4	44	29	2	31	52	3	55	28		28	172	11	183
213	0	0	0	0	0	0	0	0	0	1	4	5	0	0	0	1	4	5
Mgr. Plan																		
220	1	0	1	2	0	2	3	0	3	7	0	7	12	2	14	25	2	27
Total	24	2	26	42	4	46	32	2	34	60	7	67	40	2	42	198	17	215

### Section 3: Academic Unclassified Employees

Most unclassified positions have their terms and conditions of employment established in the collective bargaining agreement between their exclusive representative and the State of Minnesota. MnSCU negotiates a master agreement with each representative with consultative assistance provided by DOER. The remaining academic unclassified positions are covered by either the Commissioner's Plan, MAPE, MMA, or the MnSCU Administrators Plan.

Most vacant positions are filled through a campus-based search process, usually nationally or regionally based. Thus, national and/or regional competitiveness in salaries is imperative.

### Bargaining Unit Represented by IFO

IFO represents faculty, counselors, and librarians at the state universities.

The number of employees is shown below:

Employee		State Unive	ersities			
Bargaining Unit	Tenured/Tenure Track	Non-Tenure Track	Fixed Term	Adjunct	Grand T	otals
IFO (209)						%
Professor	772	1	3	0	776	27%
Associate Professor	450	13	16	0	479	17%
Assistant Professor	500	11	164	0	675	23%
Instructor Adjunct/Community	4	1	183	0	188	7%
Faculty	0	0	0	757	757	26%
Total	1,726 60%	26 1%	366 13%	757 26%	2,87	5

### Bargaining Unit Represented by MSCF

State College Faculty (BU 210) includes instructional faculty, counselors, and librarians at the community colleges, technical colleges and at the consolidated colleges. Customized Training Faculty are faculty who teach hourly based instruction not offered for or directly transferable to college credit or college credit courses offered under contract to a specific customer.

The number of employees, by type of institution, is shown below:

Employee Bargaining Unit	Community Colleges	Consolidated Colleges	Technical Colleges	Grand Total
State College Faculty (210)				
Unlimited Full-time	606	1,285	866	2,757
Unlimited Part-time	7	95	85	187
Temporary Full-time	11	13	4	28
Temporary Part-time/Adjunct	460	740	270	1,470
Customized Training Faculty	0	9	42	51
Total	1,084	2,142	1,267	4,493

### Bargaining Unit Represented by MSUAASF

MSUAASF represents state university unclassified professional positions in academic and academic support programs at the state universities, including financial aid directors, registrars, development and alumni directors, student union and housing coordinators.

The number of employees is shown below:

Employee Bargaining		Sta	ate Universities		
Unit	Permanent	Probationary	Fixed Term	Externally Funded	Grand Total
MSUAASF (211)					0
Range E*	44	18	1	2	65
Range D	52	31	5	9	97
Range C	97	80	14	19	210
Range B	28	91	40	26	185
Range A	0	1	3	3	7
Grand Total	221	221	63	59	564

<sup>\*</sup>Includes 5 Physicians at Student Health Services.

### Bargaining Units Represented by MAPE

The unclassified professional positions represented by MAPE are generally in academic and academic support programs in community and technical colleges, including financial aid directors, minority student advocates, equity coordinators, student activity coordinators, and customized training representatives.

The number of employees, by type of institution, is shown below:

Employee Bargaining		ommur College	•		nsolida College			Technic College		State	Unive	rsities	_	ffice of hancel		Gı	rand To	tals
Unit	FT Unl	Other Appts	Total	FT Unl	Other Appts	Total	FT Unl	Other Appts	Total	FT Unl	Other Appts	Total	FT Unl	Other Appts	Total	FT Unl	Other Appts	Total
Unclassified MAPE (214)																		
Prog Dirs	77	31	108	152	65	217	58	17	75	0	0	0	15	7	22	302	120	422
Cust Trng Reps		4	18	47	23	70	56	23	79	0	0	0	0	0	0	117	50	167
Totals:	91	35	126	199	88	287	114	40	154	0	0	0	15	7	22	419	190	589

### Bargaining Unit Represented by MMA

The unclassified professional supervisory positions represented by MMA are generally in academic and academic support programs in the community and technical colleges, including supervisory financial aid directors and registrars.

The number of employees, by type of institution, is shown below:

Employee Bargaining		ommur College	,		nsolida College		Technical Colleges			State	Unive	rsities		ffice of hancel		Grand Totals			
Unit	FT Unl	Other Appts		FT Unl	Other Appts	Total	FT Unl	Other Appts		FT Unl	Other Appts	Total	FT Unl	Other Appts		FT Unl	Other Appts	Total	
Unclassified MMA																			
216	14	0	14	69	6	75	31	3	34	0	0	0	1	0	1	115	9	124	

### Employees Covered by the Commissioner's Plan

Positions in the Commissioner's Plan include "confidential" employees as defined in Minn. Stat. ch. 179A, and examination monitors, which are employed on an intermittent basis.

The number of employees, by type of institution, is shown below:

Community Colleges			Consolidated Colleges			Technical Colleges			State	Unive	rsities	_	ffice of hancel		Grand Totals			
FT Unl	Other Appts	Total	FT Unl	Other Appts	Total	FT Unl	Other Appts	Total	FT Unl	Other Appts	Total	FT Unl	Other Appts		FT Unl	Other Appts	Total	
•	0	0	,	40	10	0	0	0	0	0	0	0	0	0	-	40	49	
-	FT	College FT Other	Colleges FT Other	FT Other FT Unl Appts Total Unl	Colleges College  FT Other FT Other Uni Appts  Total Uni Appts	Total Colleges  FT Other FT Other Uni Appts Total	Colleges Colleges  FT Other FT Other FT Other FT Unl Appts Total Unl	Colleges Colleges Colleges  FT Other Appts Total Uni Appts Total Uni Appts  Colleges Colleges  FT Other Appts Total Uni Appts Total Uni Appts	Colleges Colleges Colleges  FT Other Jnl Appts Total Unl Appts Total Unl Appts Total	Colleges Colleges Colleges State  FT Other July Appts Total Unit Unit Total Unit Unit Total Unit Unit Unit Unit Un	Colleges Colleges Colleges State University  FT Other July Appts Total Uni Appts	Colleges Colleges Colleges State Universities  FT Other July Appts Total Uni Appts Total Uni Appts Total Uni Appts Total Uni Appts Total	Colleges Col	Colleges Colleges Colleges Chancel  Cha	Colleges Colleges Colleges Chancellor  Total Uni Appts Total	Colleges Colleges Colleges Colleges Chancellor Gr  Total Uni Appts Total Uni A	Colleges Colleges State Universities Chancellor Grand To  Total Uni Appts Tota	

### Employees Covered by the MnSCU Administrators Plan

The positions in the MnSCU Administrators Plan are unclassified positions that are defined as managerial by Minn. Stat. ch. 43A. The positions are presidents, vice-presidents, deans and other managers in academic and academic support programs.

The number of employees, by type of institution, is shown below:

Employee Bargaining							Techn	ical Co	olleges	State	Unive	sities		fice of hancel		Grand Totals			
Unit	FT	РТ	Total	FT	PT	Total	FT	PT	Total	FT	PT	Total	FT	PT	Total	FT	PT	Total	
MnSCU Admin Plan																			
220	75	1	76	144	2	146	97	1	98	140	1	141	60	1	61	516	6	522	

### Section 4: Non-Bargaining Unit Employees

All classified and unclassified positions in this unit are part-time and do not work enough hours (less than 14 hours per week or less than 67 days per calendar year) to be covered by their normal bargaining unit agreement. All unclassified part-time faculty members in this unit are defined in Minn. Stat. ch. 179A as: an individual employed as an instructor in an adult vocational education program for less than 300 hours in a fiscal year or hired by a MnSCU college/university to teach one course for three or fewer credits for one semester in a year.

Most vacant positions are filled through a direct selection process, usually from the local area.

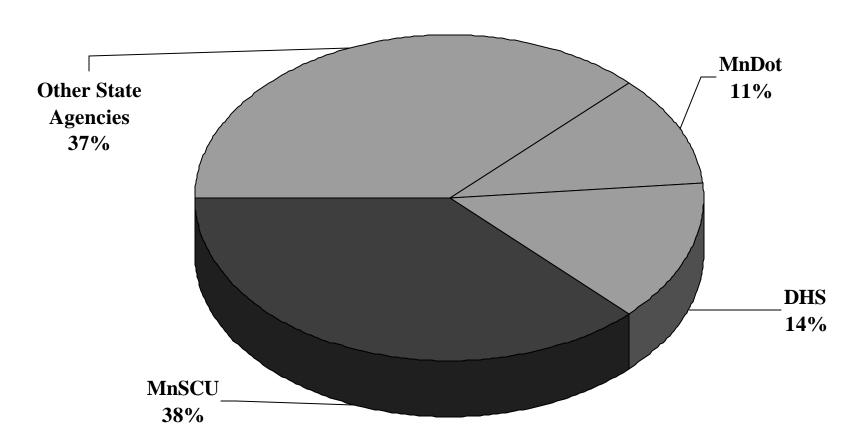
The number of employees, by type of institution, is shown below:

Employee Bargaining Unit	Community Colleges	Consolidated Campuses	Technical Colleges	State Universities	Office of the Chancellor	Grand Totals
Non-unit (218)						
Faculty	332	1,033	313	299	0	1,977
Non-Faculty	61	309	83	79	0	532
Total	393	1,342	396	378	0	2,509

Data Source: MnSCU HR Oracle Database (BRIO)/HR Empl Person Current FY2003 Closed Table

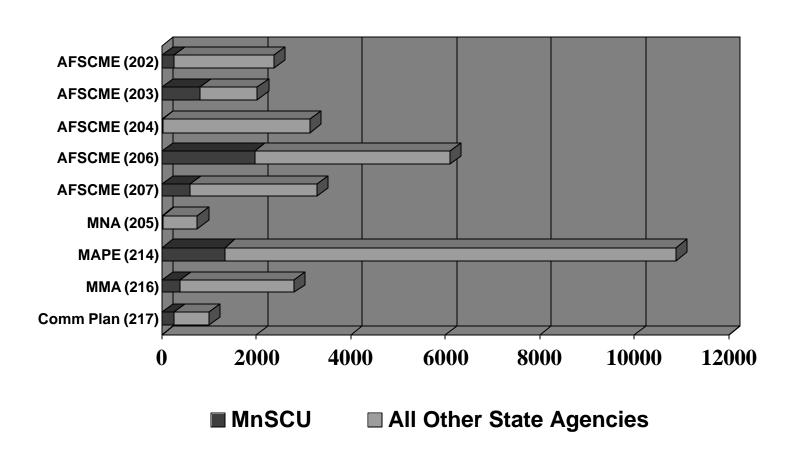
Prepared by: MnSCU Personnel Office

### State of Minnesota Government Workforce FY2003

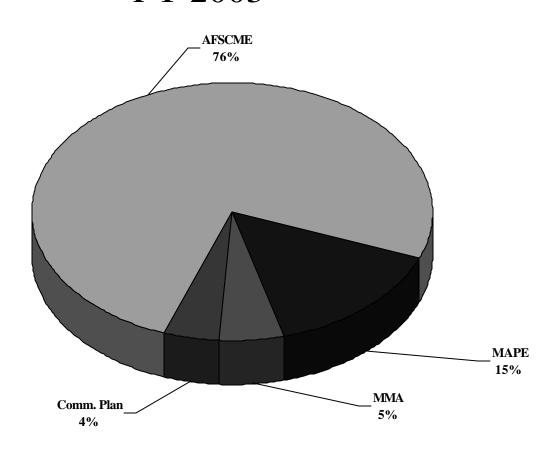


Source: DOER Website and MnSCU Hr Oracle Database (BRIO), March 27, 2003

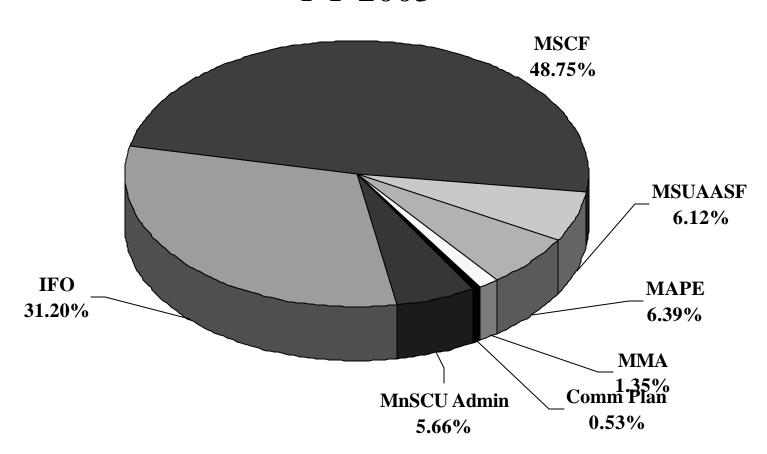
## State of Minnesota Workforce Classified Employees FY2003



## Minnesota State Colleges And Universities Classified Employees FY 2003



## Minnesota State Colleges And Universities Academic Unclassified Employees FY 2003



						As of March	20, 2003
Minnesota State C Frequency Distrib FY2003				Unit			
1 12005	04 and		ı A	Age Catego	ry	CE and	
	24 and Under	25-34	35-44	45-54	55-64	65 and Older	Grand Total
AFSCME - 202	0	9	53	110	80	5	257
AFSCME - 203	25	71	178	297	202	39	812
AFSCME - 204	0	1	3	4	3	1	12
MNA - 205	0	1	4	4	10	1	20
AFSCME - 206	45	223	437	793	415	40	1,953
AFSCME - 207	14	98	141	219	109	15	596
IFO - 209	9	273	666	1,018	797	112	2,875
MSCF - 210	0	449	1,076	1,722	1,132	114	4,493
MSUAASF - 211	5	151	151	159	95	3	564
MGEC - 212	0	0	4	1	0	0	5
MAPE - 214	17	321	348	441	181	11	1,319
MMA - 216	0	22	86	158	105	3	374
Comm. Plan - 217 Classified Managers-220 Health Trtmt Prof-213	10	34	79	98	40	3	264
MnSCU Admin - 220	125	10	3 313	216	195	14	522
Total:	125	1,663	3,313	5,240	3,364	361	14,066

% of Total:

1%

12%

24%

37%

24%

3%

### Retirements - Faculty/Administrators

### FY1997 - FY2003

		FY1997			FY1998			FY1999		FY2000			FY2001				FY2002			FY2003	
	۸۵۵			Age			Age			Age	Retirement		٨٥٥	Retirement		Age	Retirement		۸۵۵	Retirement s (estimated	
Employee Groups	Age 55+	Retirements	%	55+	Retirements	%	_	Retirements <sup>1</sup>	%	55+	S	%	Age 55+	S	%	55+	S	%	55+	)	%
Groups	001	remements	70	001	remements	70	001	rtouromente	76	001	, ,	70	001	Ŭ.	76	001	- C	70	001	/	76
IFO	800	65	8%	843	95	11%	880	74	8.41%	923	70	7.58%	910	65	7.14%	864	38	4.40%	909	69	7.59%
MSCF-Comm College Faculty	519	50	10%	542	62	11%	555	95	17.12%	567	51	8.99%	543	69	12.71%	527	30	5.69%			
MSCF-Tech																					
College Faculty	570	72	13%	605	56	9%	621	69	11.11%	611	58	9.49%	656	61	9.30%	575	61	10.61%			
MSCF																			1246	124	9.95%
MSUAASF	66	9	14%	63	6	10%	64	11	17.19%	70	9	12.86%	74	9	12.16%	72	5	6.94%	98	8	8.16%
Unclassified	00	3	1470	03	O	1070	04	11	17.1970	70	9	12.00 //	74	9	12.1070	12	3	0.9476	90	Ü	0.1070
MAPE/MMA	110	6	5%	108	8	7%	117	2	1.71%	119	3	2.52%	118	4	3.39%	109	5	4.59%	117	5	4.27%
MnSCU Admin	140	10	7%	152	24	16%	154	21	13.64%	167	19	11.38%	192	29	15.10%	177	15	8.47%	212	21	9.91%
Totals:	2205	212	10%	2313	251	11%	2391	272	11%	2457	210	9%	2493	237	10%	2324	154	7%	2582	227	9%

### Average Age of Retirees by Select Employee Groups

### FY1997 - FY2002

	FY1	997	FY1	998	FY1	999	FY2	000	FY2	001	FY2	002	5-Year A	verage
	# of	Average	# of											
Employee Groups	Retirees	Age	Retirees	Age										
IFO	65	62.18	95	62.38	74	63.51	71	62.44	68	61.44	38	62.84	69	62.52
MSCF-Comm														
College Faculty	50	60.78	62	60.21	95	62.04	51	61.43	55	61.6	30	62.93	59	61.64
MSCF-Tech College														
Faculty	72	59.60	56	60.43	69	61.44	58	61.22	83	60.42	59	62.31	65	61.16
MSUAASF	9	59.22	6	59.83	11	59.95	9	59.78	8	59.88	5	60.40	8	59.97
Unclassified														
MAPE/MMA	6	62.83	8	63.00	2	60.25	3	63.67	5	61.6	5	62.20	5	62.14
Managers/ MnSCU														
Admin	10	59.30	24	60.21	21	59.62	19	61.58	26	60.96	15	63.27	21	61.13

### Separation Statistics

### FY1997 - FY2002

		FY1997		FY1998				FY1999			FY2000			FY2001			FY2002	
Bargaining Units	Total in Unit	Total Separations	%	Total in Unit	Total Separations	%	Total in Unit	Total Separations	%									
AFSCME - 202	255	10	3.92%	231	11	4.76%	229	6	2.62%	254	8	3.15%	277	9	3.25%	277	13	4.69%
AFSCME - 203	855	83	9.71%	741	65	8.77%	737	32	4.34%	797	77	9.66%	875	83	9.49%	875	110	12.57%
AFSCME - 204	13	1	7.69%	13	1	7.69%	13	0	0.00%	12	0	0.00%	14	3	21.43%	14	1	7.14%
MNA - 205	21	0	0.00%	18	3	16.67%	19	1	5.26%	20	0	0.00%	20	3	15.00%	20	1	5.00%
AFSCME - 206	2217	173	7.80%	1834	181	9.87%	1900	159	8.37%	2033	182	8.95%	2137	176	8.24%	2137	185	8.66%
AFSCME - 207	556	56	10.07%	490	61	12.45%	524	25	4.77%	601	66	10.98%	653	80	12.25%	653	86	13.17%
IFO - 209	3009	120	3.99%	2764	133	4.81%	2914	128	4.39%	3222	123	3.82%	3278	138	4.21%	3278	146	4.45%
MSCF - Comm College Faculty - 210	2202	47	2.13%	2003	106	5.29%	1948	126	6.47%	2110	83	3.93%	2105	87	4.13%	2105	73	3.47%
MSCF - Tech College Faculty - 224	2463	179	7.27%	2227	154	6.92%	2637	214	8.12%	2688	160	5.95%	2648	194	7.33%	2648	183	6.91%
MSUAASF - 211	492	49	9.96%	448	36	8.04%	470	51	10.85%	486	53	10.91%	560	49	8.75%	560	47	8.39%
MAPE - 214	911	103	11.31%	926	88	9.50%	1035	66	6.38%	1201	146	12.16%	1452	126	8.68%	1452	154	10.61%
MMA - 216	338	24	7.10%	315	28	8.89%	333	16	4.80%	401	24	5.99%	434	25	5.76%	434	29	6.68%
Health Trmt Prof/Comm. Plan - 213/217	267	11	4.12%	175	16	9.14%	319	8	2.51%	339	14	4.13%	388	18	4.64%	388	51	13.14%
Mgr/MnSCU Admin - 220	518	49	9.46%	463	57	12.31%	472	50	10.59%	542	48	8.86%	617	55	8.91%	617	52	8.43%
Totals:	14,117	905	6.41%	12,648	940	7.43%	13,550	882	6.51%	14,706	984	6.69%	15,458	1,046	6.77%	15,458	1,131	7.32%